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OFFICE OF TRAINING BULLETIN

Number 64



July 1962

BULLETIN BOARD	1
EXTERNAL PROGRAMS	11
MILITARY RESERVISTS	19
REGISTRAR'S REMINDERS	23
DIRECTORIES	
OTR	31
TRAINING OFFICERS	32
OTR INSTRUCTORS	34

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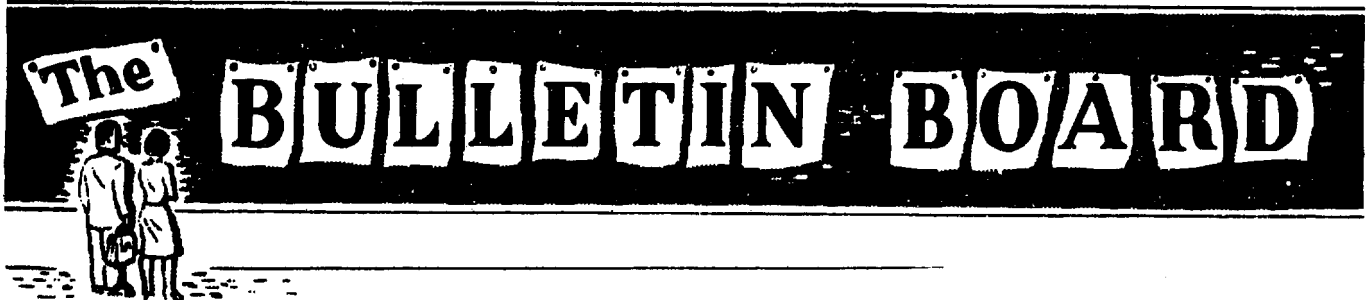
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CENTER FOR STRATEGIC STUDIES--GEORGETOWN UNIVERSITY

An institute to foster research on national growth and the use of national power will open 1 September 1962 at Georgetown University. The new Center for Strategic Studies will coordinate and conduct studies related to the strategies by which free societies can utilize their total strength to preserve and further develop the values underlying Western civilization. Areas of research will include: Military resources studies, domestic economic strength, international economics of national security, uses of national power, Communist strategy, and aims of Western strategy.

The Center will open under the direction of Admiral Arleigh Burke, USN (Ret), former Chief of Naval Operations. He will be assisted in the formation and operation of the Center by an executive board consisting of Reverend James B. Horigan, S. J., Dean of the Graduate School, Georgetown University; W. Glenn Campbell, Director of the Hoover Institution on War, Revolution and Peace; Howard E. Penniman, Chairman of the Department of Government, Georgetown University; William J. Baroedy, Treasurer of the Institute for Social Science Research; and David M. Abshire, Executive Secretary of the Center.

JUNIOR OFFICER TRAINING TO BEGIN MID JULY

On Monday, 16 July, a group of new Junior Officers will begin their formal training at headquarters. The training will continue through 14 September according to the following schedule:

16 - 20 July
23 July - 10 August

Introduction to Intelligence
Intelligence Techniques

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JUNIOR OFFICER TRAINING (cont.)

13 August - 12 September	International Communism
13 September	Overseas Effectiveness
14 September	RI Familiarization Tour

Instruction will be given in Room 1A-07.

SINO-SOVIET INSTITUTE--GEORGE WASHINGTON UNIVERSITY

George Washington University is setting up a graduate Institute for Sino-Soviet Studies. The purpose of the Institute is twofold: To conduct research on the Communist bloc and to train specialists for policy-making, scholarship and teaching. In the beginning the Institute will combine the study of international communism, the Soviet Union, and China; later its program may be expanded to include the satellite nations. The Institute will not be another area study center; the approach will be directed toward a political and economic bloc rather than toward geographical areas or specific nations.

Kurt London, a foreign policy expert with experience in Government and teaching, has been named to head the new study center. A permanent faculty will be drawn mainly from the University staff, but top men will also be brought in as visiting professors who will not be required to stay a full semester if they cannot do so.

Both part-time and full-time students will be accepted.

INTELLIGENCE REVIEW COURSE IN OCTOBER

There will be an Intelligence Review Course from 1 - 12 October. This is a course for those who have been in the Agency for five years or more and for whom a refresher on intelligence objectives and requirements, and the current status of the intelligence process would be helpful to their professional work in the Agency. The course runs full-time for the two weeks. Presently it is scheduled to be given in Room 1A-13.

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LANGUAGE LABS OPEN TO ALL AGENCY EMPLOYEES

25X1A In the May issue of the Bulletin we announced the location and hours of the language laboratories in Headquarters and in [REDACTED] 25X1A [REDACTED] Arlington Towers. For general information we are repeating the schedule, with the additional comment that OTR welcomes all Agency employees as visitors and users of the labs.

25X1A The Headquarters lab is in Room 1D-1605 and is open from 7 a. m. to 8 p. m. , Monday through Friday, and from 10 a. m. to 2 p. m. on Saturday. In the [REDACTED] the lab is in Room 2219. It is open from 8 a. m. to 6 p. m. Monday through Friday, but is not open on Saturday. Neither is open on Sunday.

25X1A Employees are not required to be students in language courses in order to use the labs. At present there are many non-students who are using the labs as part of their voluntary plan to revive latent skills. For those who want to practice their languages at home there are records (basic level only) available to them on a loan basis. LAS also maintains a library of newspapers, magazines and other printed material in many foreign languages. Call extension 7320, Headquarters, or 3477, [REDACTED] for assistance.

STUDIES IN INTELLIGENCE: SUMMER ISSUE

25X1A

For a broader audience Sherman Kent, assisted by a member of the CI/R&A staff, has undertaken a scholarly and comprehensive examination of Andrew Tully's "inside story" book. Finally, it can be said without offense to other authors that the best article is a reprint of a classic of intelligence history and doctrine, a lecture by the man who fathered British scientific intelligence during the war, Reginald V. Jones.

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STUDIES (cont.)

The fifteenth of August is the deadline for manuscripts to be considered for the fall issue, the final issue of the year, and therefore the deadline for contestants for the \$500 cash award which the Studies makes annually to the author of the most significant article published during the year.

LOGISTICS SUPPORT COURSE IN OCTOBER

The Logistics Support Course is scheduled to be given from 8 October through 9 November 1962. It is full-time for five weeks, and is divided into two phases of three weeks at headquarters and two weeks [REDACTED]

25X1A

The Office of Logistics gives the course and has organized it so that Phase I includes the subjects of supply, procurement, transportation, real estate, and printing services in the Agency. There are lectures and study materials which also deal with logistics planning, Type II station accountability, and the headquarters and overseas responsibilities of a Logistics Officer. In the second, or field phase, students participate in logistical field activity, including financial property accounting (FPA), stock control, M/R accounts, and field supply problems. This phase also covers logistical support to [REDACTED] and the field of ordnance supply. Class sessions are supplemented by films, seminars and a field-support problem.

25X1A

Agency employees usually take both phases. However, a person may take one phase only. For further information on the course, call [REDACTED] TO/OL, extension 2596. Applications (Form 73) are sent directly to [REDACTED]

25X1A
25X1A

INTRODUCTION TO INTELLIGENCE COURSE ON 6 AUGUST

Introduction to Intelligence, the one-week phase of OTR's Intelligence Orientation Course, will be given during the week of 6 August in Room 1A-13. Enrollment is limited to 32. Registration closes on Wednesday, the first.

The course is required for all intelligence officers and other officers responsible for supporting Agency activities. It is also a prerequisite for several courses given by OTR. Briefly it includes

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INTELLIGENCE COURSE (cont.)

an explanation of the functions of the Agency and its Offices in their responsibility for collecting, producing and disseminating intelligence. It also includes the concepts of intelligence, the importance of intelligence in the national security framework, and the Agency's present responsibilities in support of national policy. The Intelligence Products Exhibit, which is part of the week's instruction, is scheduled for Thursday, the 9th, in the morning. Although it is held for the benefit of the students in the course, Agency employees are invited to see it any time between the hours of 9:30 and 12. No registration is required for Agency guests.

LANGUAGE TUTORS NEEDED !

Agency employees and their dependents have responded generously to OTR's earlier calls for volunteers to work on a part-time basis as foreign language tutors, but OTR still needs more, and in all languages. The Language and Area School is again asking Agency employees to send in the names of their spouses and other relatives who have native or high proficiency in a language and who are willing to do tutorial work for the Agency. They are also invited to submit the names of individuals "outside" the Agency whom they think may be able to do this work. The most urgent need at this time is people who can teach Spanish and Portuguese. This urgency for tutors of Spanish and Portuguese does not lessen LAS' need for them for other foreign languages. Names should be sent to [REDACTED] Arlington Towers.

Most Tutoring is done during regular working hours. Tutors will be placed on special contract and will be paid in accordance with an established scale.

OFF-CAMPUS SUMMER COURSE IN HISTORY

Only one course, History 72, is being given during the summer semester of GWU's off-campus program at Headquarters. There were too few registrations for the other proposed courses to justify their being given this summer.

The fall semester is scheduled to begin about the first week in October. An OTR Special Bulletin will carry the details.

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TRAINING OFFICERS:

Just for your information -- and assistance!

The current edition of the Agency Training Record does not contain the information on all Agency employees; only those who officially hold staff-employee status as of 1 January 1962. Nor does it list all courses. Satisfactory completion of internal OTR courses is recorded. So too, are courses given by some other Agency components (e.g. TSD, Logistics), and external programs of language, management, missiles, and Senior Officer Schools. The Record is being expanded. We are planning to publish an article on the new look at the ATR in the September Bulletin.

Members of LAS who are responsible for the VLTP would like to have the office extension of each applicant for an off-hours course shown on the Form 73. Since organization of a class depends on direct interview with the applicant, LAS' having the individual's office phone number will reduce the number of calls to Training Officers.

In many cases approval for admission to an OTR course depends on what is said in item 8 on a Form 73: How the "assignment and experience relate" to the requested course. Will you be sure to give us this information? To identify the item with a general job title like "analyst" or "operations officer" -- or, worse still, to leave the item blank -- means only that another phone call will have to be made to you. It will be economy all around if you will be as generous with the information as the situation permits.

After Training Reports are completed by the Chief Instructors on individuals in an OTR course, the reports are disseminated by AIB to various offices and addresses. According to [REDACTED] the original goes to the 201 file in the Office of Personnel and if the report is other than a certification of attendance, OTR's A&E Staff is the recipient of a carbon copy. Copies of the report are sent to you and the student's supervisor for record and disposition. If there is a student's copy this too, is sent along for your action.

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TRAINING OFFICERS (cont.)

Do you have the informational copy of the OTR Regulation 25-4? AIB sent it to you around mid-May.

AIB needs Service Designation to ensure correct routing of Training Reports.

On an AAO application if you will fill in item 9 on "Education," it will help the instructor in the course considerably.

On the application form (136) for external training, in item 9, the telephone extension we need is that of the employee-applicant.

In item 14 of the same form we need information on all previous language training and experience; that is, what the person had before and since his coming to the Agency. If you need assistance in getting information on earlier external, Agency-sponsored language, call [REDACTED] extension 5513. A call to extension 5203 will bring assistance on the internal record.

Also will you add a notation that the Foreign Language Aptitude Test Battery has been scheduled for the applicant.

Items 16 through 19 are important. We need this information since it is basic to approval for Agency sponsorship. If in items 18 and 19 the answer is "Yes," the Form 136 should be sent to the External Training Branch by way of the CCGroup.

TESTING IN SHORTHAND AND TYPING

Clerical Skills Qualification Tests are given in Room GD-0405. Registration is arranged by Training Officers or Personnel Officers directly with the Clerical Refresher Training Office, extension 7854. Results of the tests are sent to Personnel Officers. The testing schedule through October is:

	<u>Shorthand</u> <u>Hours</u>	<u>Typing</u> <u>Hours</u>
30 July	0915	1330
13 Aug		1530

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TESTING (cont.)

	<u>Shorthand Hours</u>	<u>Typing Hours</u>
14 Aug	1530	
4 Sep	0915	1330
17 Sep		1530
18 Sep	1530	
8 Oct	0915	1330
22 Oct		1530
23 Oct	1530	

LARGE ENROLLMENT IN CURRENT SEMESTER OF VLTP

The Spring-Summer Semester of the Voluntary Language Training Program, which will be in session until mid-August, began with an enrollment of 221 students in 29 classes. This is a slight increase over the previous semester from the standpoint of numbers of students although the number of classes in both semesters is the same. Enrollment at the beginner (101) level increased about thirty percent, with German and Russian showing the largest increases. A breakdown of enrollments by language and level shows:

	<u>Beginner</u>	<u>Higher</u>	<u>Total</u>
Chinese	10	10	20
French	53	34	87
German	31	19	50
Russian	16	0	16
Spanish	39	9	48
	<u>149</u>	<u>72</u>	<u>221</u>

Integration of the VLTP with the regular, part-time program has reached a point at which most of the same curricula and materials are used for both types of instruction. Thus, students who complete voluntary courses will be able to continue their studies at corresponding levels in the regular daytime program.

Registration - Fall Semester

Registrations are being accepted for the Fall-Winter Semester, scheduled for 17 September to 15 February. The deadline for registrations should be in LAS/OTR by 15 August.

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VLTP (cont.)

The following courses are planned:

Chinese 101, 102, 103, and Seminar
French 101, 102, 201, 202, and Seminar
German 101, 102, 103, 201, and Seminar
Russian 101, and 102
Spanish 101, 102, 202, and Seminar

In addition, there will be courses organized for any other languages if the numbers meet the established minimums for registration and if Agency instructors are available. Five students are required for a course at a specified level.

Employees planning to enroll are reminded that:

Completion of the Foreign Language Aptitude Test (FLATB) is a requirement for all new students.

The Agency Proficiency Test in the language of study is required for entrance at the intermediate (200) and seminar levels.

Training requests (Form 73) should be in the Registrar's Office by 15 August 1962.

Questions concerning registration will be answered in the Admissions and Information Branch/RS/TR, extension 5517. Inquiries on placement in all classes above the beginning level should be referred to the Language and Area School, extension 2470.

Someone once said -----

"Procrastination is the art of keeping up with yesterday."

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External **PROGRAMS**

In the External Programs Section are summaries of non-Agency programs, meetings, and courses thought to be of general interest. Announcement of such programs in this section of the Bulletin does not necessarily mean that employees will be approved for attendance at the expense of the Agency. Agency sponsorship of these or any other external programs may be approved under certain circumstances.

Registration

Applications for external training under Agency auspices are sent through Training Officers to the Chief of the External Training Branch. An employee who wants to participate in external study at his own expense is required to make arrangements in accordance with the provisions of [REDACTED]

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Information on external programs may be obtained from the Admissions and Information Branch. AIB maintains a collection of catalogs, brochures, directories, and other publications of academic, commercial, and Government institutions.

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REGISTRATION DATES - FALL SEMESTER - AREA UNIVERSITIES

Registration dates of area universities for the Fall Semester, 1962, are listed. The dates classes begin are also shown. External training requests from individuals seeking Agency sponsorship must be sent to the Registrar at least three weeks before the registration date so that arrangements can be made for an advance of funds to cover tuition.

	<u>Registration</u>	<u>Classes Begin</u>
American University	13 - 15 Sep	17 Sep
Catholic University		
Graduates	28 Sep - 2 Oct	3 Oct
Undergraduates	26 - 27 Sep	28 Sep
Georgetown University	18 - 20 Sep	24 Sep
George Washington University	20 - 22 Sep	24 Sep
Johns Hopkins, SAIS	24 - 28 Sep	1 Oct
Howard University	11 - 12 Sep	12 Sep
University of Maryland	17 - 21 Sep	24 Sep

In addition:

Dept. of Agriculture		
Graduate School	8 - 15 Sep	17 Sep
University of Virginia,		
Northern Virginia Center	3 - 22 Sep	24 Sep

LANGUAGE COURSES -- U. S. NAVAL INTELLIGENCE SCHOOL
ANACOSTIA

The Language Department of the U. S. Naval Intelligence School has scheduled courses for fiscal year 1963. All are at the basic level.

Arabic (40 wks.)	7 Jan
Chinese (60 wks)	1 Oct
	7 Jan
	1 Apr
French (19 wks)	7 Jan
German (36 wks)	7 Jan
Portuguese (22 wks)	7 Jan
Russian (36 wks)	1 Oct
	7 Jan
	1 Apr

SECRET

LANGUAGE COURSES (cont.)

Russian (24 wks)	1 Oct
	7 Jan
	1 Apr
Spanish (19 wks)	7 Jan

SECRETARIAL SCIENCE TERMINAL PROGRAM--PRINCE GEORGE'S
COMMUNITY COLLEGE

Prince George's Community College, located in Suitland, Maryland, has announced a two-year Secretarial Science Program leading to an Associate in Arts degree. Students may enroll for full-time or part-time programs. Classes are held in the late afternoons, evenings and on Saturdays.

A high school diploma or equivalency certificate is required for admission. Applications for admission to the 1962 Fall Semester must be received by the College not later than 5 September.

SHORT COURSE FOR INDUSTRIAL INFORMATION SPECIALISTS--
GEORGIA TECH - ATLANTA

Georgia Institute of Technology will conduct an intensive, "Short Course for Industrial Information Specialists" during the two weeks from 29 October - 9 November 1962. The program is designed to assist industrial and governmental information personnel in developing greater competence in technical literature and in bibliographic techniques.

There will be 68 hours of lecture-discussion work, plus approximately 15 hours of guided study and problem time. About one-third of the class time will be devoted to methods of organizing information for storage and retrieval; one-fourth, to information sources and search techniques in several scientific and engineering disciplines. Other subjects which will be considered include presentation of information, an examination of the theoretical considerations of scientific information, and the management of information services.

Applicants should have a Bachelor of Science degree in science or engineering (or its equivalent in experience).

SECRET

SHORT COURSES -- GEORGIA TECH

Georgia Institute of Technology has the following short courses scheduled for the remainder of 1962:

Short Courses for Supervisors, 9 - 13 July
Short Course in Mechanical Vibrations, 10 - 14 September
Management Dynamics and Effective Decision Making,
17 - 21 September
Management for Engineers, 1 - 5 October
Automation Computers and Instrumentation, 15 - 19 October
Short Course for Industrial Information Specialists, 29 October -
9 November

SYMPOSIUM ON OPTICAL PROCESSING OF INFORMATION--OFFICE OF NAVAL RESEARCH

A Symposium on Optical Processing of Information will be held on Tuesday and Wednesday, 23 and 24 October 1962. It will be sponsored by the Information Systems Branch of the Office of Naval Research. The Symposium will be held in the Department of the Interior Auditorium on C Street, between 18th and 19th Streets, N. W., in Washington, D. C.

The objectives of this Symposium are to promote information exchange between research workers in the field, to focus further attention on the new optical techniques being developed for use in information systems, and to inform those not in this field of research of its future potential. Papers on optical logic and memories, fiber optics, lasers, modulation, and other related subjects will be included.

Attendance at the Symposium will be open to technical personnel.

INSTITUTE IN EXPERIMENTAL STRESS ANALYSIS--WAYNE STATE UNIVERSITY

A two-week institute in experimental stress analysis will be offered by the Engineering Mechanics Department, Wayne State University, from 10 - 21 September. The course will cover theory and application of photoelasticity, including recent developments in photoelastic coatings the first week, and the theory and application of bonded strain gages the second week. Enrollees should have a B. S. degree in engineering or its equivalent. Tuition is \$175 for one week and \$325 for both weeks.

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SCIENTIFIC AND TECHNICAL INFORMATION FACILITY--NASA

The National Aeronautics and Space Administration has announced plans to establish a Scientific and Technical Information Facility in Bethesda, Maryland, for the control and dissemination of data relating to aerospace technology. The facility will be managed by Documentation Incorporated, under the technical direction of NASA's Office of Scientific and Technical Information. It will process the data on magnetic tape and distribute sets to each of the nine NASA centers throughout the country within 15 days of receipt of report. It will also issue indexed semimonthly abstract journals and translations of all available U. S. S. R. and other world-wide technical aerospace reports.

AMA PUBLICATIONS

(May be borrowed: call extension 5517)

Cooperation and Conflict in Personnel Administration

Dynamics of the Employee Relations Function
Patterns of Organization
The Scope of the Employee Relations Function
Line-and-Staff Relationships
The Accommodation Process: Executive Strategies and Tactics
The Accommodation Process: Administrative Adaptations and Socio-psychological Mechanisms

New Responsibilities in Corporate Finance

Financing Industrial Expansion Abroad
Credit Management: Impact on Sales and Profit
Investor Relations: New Challenge to Management
The Lease-or-Buy Question
Controlling R&D Expenditures
The Changing Climate of Federal Income Taxation

Company Organization of the Finance Function covers these topics:

Variation in Number and Type of Financial Managers According to Company Size
Duties of Financial Managers
Reporting Relationships
Committees in Financial Management
Organization Forms and Theories in Practice
Accounting and Auditing Personnel as a Percentage of Workforce
Basis of the Research

AMA PUBLICATIONS (cont.)

How Companies Plan contains three major topics:

A Basic View of Planning
Problem Solving: Objectives and Impetus
Case Studies and Experience in Organization and Operations

Advances in Management Information Systems Techniques contains three articles:

Management Information Systems: A Report on Techniques
Industrial Dynamics in Practice
Management Looks at Management Information Systems

PROFESSIONAL MEETINGS AND CONFERENCES

International Congress of Linguists, 9th, Cambridge, Mass.,
27 Aug - 1 Sep 1962.

International Congress of Accountants, 8th, New York, 23 - 27
Sep 1962.

Institute of Management Sciences, Annual International Meeting,
9th, Ann Arbor, Mich., Sep 1962.

International Conference on Precision Electromagnetic Measure-
ments, 3d, Boulder, Colo., 14 - 16 Aug 1962.

International Symposium on Far Infrared Spectroscopy,
Cincinnati, Ohio, 21 - 24 Aug 1962.

International Symposium on X-Ray Optics and X-Ray Microanalysis,
3d, Stanford, Calif., 22 - 24 Aug 1962.

Parapsychological Association, Annual Convention, Durham, N. C.,
6 - 8 Sep 1962.

International Symposium on the Condensation and Evaporation of
Solids, Dayton, Ohio, 12 - 14 Sep 1962.

Air Force Association, Convention and Aerospace Panorama, Las
Vegas, Nev., 19 - 23 Sep 1962.

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MEETINGS (cont.)

Inter-American Statistical Conference, 4th, Washington, D. C.,
15 - 26 Oct 1962.

Systems and Procedures Association of America, International
Meeting, Boston, 28 - 31 Oct 1962.

Conference on Magnetism and Magnetic Materials, 8th, Pittsburg,
12 - 15 Nov 1962.

NDEA LANGUAGE AND AREA CENTERS, 1962-63

During the 1962-63 academic year, the U. S. Office of Education will allocate \$2,110,000 to 33 colleges and universities for the support of 53 Language and Area Centers.

The Centers will offer instruction in 66 languages, 51 of which will be supported with federal funds. The largest proportion of funds, however, will support instruction in 7 major languages and related areas: Arabic, Chinese, Hindi-Urdu, Japanese, Portuguese, Russian and Spanish. Although course work will be given in area studies, emphasis will be on language, chiefly at the introductory level.

They could be wrong -----

Regulation of the International Air Transport Association reads:
"No person shall enter or attempt to enter any aircraft in flight."

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Military Reservist **A C T I V I T I E S**

In any national emergency it is expected that the majority of the Agency's military reservists will be placed on active duty and that many will be used to fulfill the Agency's requirements. Therefore, it is important that training opportunities are provided which will enable reservists to maintain their proficiencies and to obtain additional skills for the performance of wartime duties.

This Military Reservist Activities Section is included in the Bulletin to inform CIA reservists and their supervisors of available active duty training opportunities and to call attention to other pertinent items of military interest. To facilitate timely planning and arranging of active duty tours, this section includes a listing of suitable active duty training opportunities thus far announced for the first six months of 1963.

Applications for training tours must be submitted to the mobilization and Reserve Branch/MMPD. Reservists are reminded that inasmuch as varying amounts of lead time, with four weeks as a minimum, are required by the services, MMPD should be consulted as early as possible before a course is scheduled to begin. Additional information on programs for reservists may be obtained by calling extension 3412.

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██████████ Orient Crse 10 Sep 62, 8 Oct 62, 5 Nov 62
(Basic) Agency Installation (All dates tentative)
Outside Washington, D. C. area

DEPARTMENT OF THE ARMY

Chemical Corps School, Ft. McClellan, Ala.

3-A-C9 Chemical Officer Refresher - 5 Aug 62

Engineer School, Ft. Belvoir, Va.

5-A-C10 Engineer Company Grade Off Refresher - 9 Dec 62

5-A-C11 Engineer Field Grade Off Refresher - 5 Aug 62

Artillery & Missile School, Ft. Sill, Okla.

6-A-C11 Field Arty Field Grade Off Refresher - 23 Sep 62

Medical Service School, Brooke Army Medical Ctr, Ft. Sam
Houston, Tex.

8-A-C10 AMEDS Co Grade Off Refresher - 28 Oct 62

8-A-C11 AMEDS Field Grade Off Refresher - 30 Sep 62

Ordnance School, Aberdeen Proving Ground, Maryland

9-A-C24 Ord Off Career - 9 Sep 62

9-G-F10 Sr Ord Off GM & Nuclear Wpns - 7 Oct 62

Ordnance Guided Missile School, Huntsville, Ala.

9-G-F1 Ord GM Management Orientation - 29 Jul 62, 9 Sep 62,
30 Sep 62, 25 Nov 62

Quartermaster School, Ft. Lee, Va.

10-A-C9 QM Off Refresher - 5 Aug 62

10-A-C24 QM Off Career - 9 Sep 62, 2 Dec 62

Signal School, Ft. Monmouth, N. J.

11-A-C9 Sig Off Refresher - 5 Aug 62

11-A-C24 Sig Off Career Phase III - 19 Aug 62

11-G-F8 Electronic Warfare Staff Off - 26 Aug 62, 28 Oct 62

Finance School, Ft. Benjamin Harrison, Ind.

14-I-F16 Adv Installation Actg Problems - 2 Dec 62

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Armor School, Ft. Knox, Ky.

17-A-C8 Armor Field Grade Off Refresher - 7 Oct 62

17-A-C24 Armor Officer Career - 16 Sep 62

The Judge Advocate General's School, Charlottesville, Va.

18-G-F3 Military Justice - 29 Jul 62

18-G-F7 International Law - 12 Aug 62

The Provost Marshall General's School, Ft. Gordon, Ga.

19-I-F2 Physical Security - 16 Sep 62, 2 Dec 62

The Intelligence School, Ft. Holabird, Maryland

30-A-F11 Military Intel Staff Off Refresher - 12 Aug 62

The Transportation School, Ft. Eustis, Va.

55-A-C9 Transportation Off Refresher - 29 Jul 62

55-B-F7 Air Transportability Planning - 19 Aug 62, 2 Dec 62

Command & General Staff College, Ft. Leavenworth, Kan.

250-A-F4 Special Orientation Off - 29 Jul 62

NAVAL RESERVIST

Air Intelligence - NAS, Norfolk

AI. 20 (Air Intelligence) - 20 Aug 62

Amphibious Warfare - Little Creek, Va.

S. 1 (Indoctrination) Every Monday

A, B, & C Warfare Defense - NAVBAS, Phila

Phase I (Basic) - 27 Aug 62, 24 Sep 62, 22 Oct 62, 19 Nov 62,
17 Dec 62

Phase II (Practical) - 13 Aug 62, 10 Sep 62, 8 Oct 62, 5 Nov 62,
3 Dec 62

Cargo Handling - Williamsburg, Va.

3105 Designators ONLY (Advanced) - 13 Aug 62

Electronics Supply - Great Lakes, Ill.

3105 Designators ONLY - 1 Oct 62

Industrial Relations Institute - PNTGN Annex

Reserve Officers Course - To be announced

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Investigators Course - CNO (OP-921D), D. C.
Basic - 3 Dec 62

Naval Attache Course - NAVSTA, D. C.
Orientation - 10 Sep 62, 3 Dec 62

On-The-Job Training (1st and 3rd Mondays Each Month)
CNO
ONI (OB-92)
JAG (Lawyers ONLY)
NAVAMPHIBASE
Beach Jumper Unit 2 - Little Creek, Va.
NAVSECGRU
Communicators ONLY - 3801 Nebraska Ave., Wash., D. C.
NPIC
Advanced Photo Intel/Radar Analysis - 4301 Suitland Rd.,
Wash., D. C.

Operational Communications - Little Creek, Va.
C. 1 (General) - 6 Aug 62, 8 Oct 62, 12 Nov 62

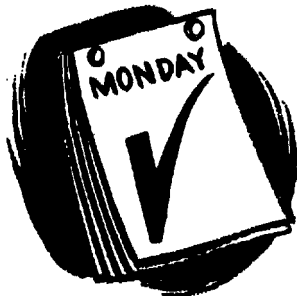
Operational Intelligence - Little Creek, Va.
I. 1 (Basic) - 30 Jul 62, 27 Aug 62, 29 Oct 62
I. 2 (Advanced) - 13 Aug 62, 17 Sep 62, 19 Nov 62
I. 3 (Beach) - 1 Oct 62
I. 4 (Techniques & Doctrine) - 15 Oct 62

RESERVE SEMINARS

Applied Research in Weapons - 15 Oct 62 - Dahlgren, Va.
Biological Defense - 10 Sep 62 - Ft. Derrick, Frederick, Md.
Communist Strategy, 1635 Designators ONLY - About every six
weeks - Foreign Service Institute
Electronic Computers - 15 Oct 62 - Newburgh, N. Y.
Guided Missiles - 24 Sep 62 - BUWEPS, D. C.
National Security - Various - Various cities
Nuclear Sciences - 26 Nov 62 - Oak Ridge, Tenn.
Research - 20 Aug 62 - Naval Research Laboratory

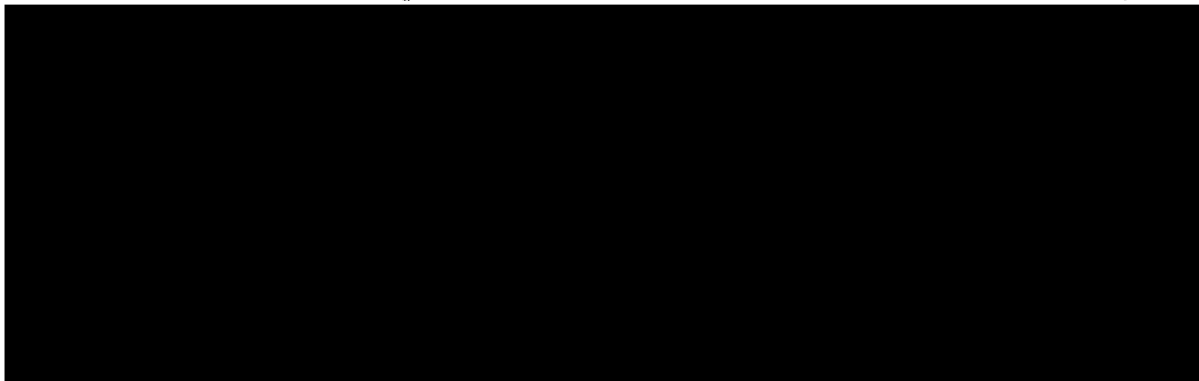
Training Device Center
Training Devices - 13 Aug 62 - Port Washington, N. Y.

SECRET



Registrar's REMINDERS

Dates of OTR's courses for the remainder of 1962 are shown in this section. No close of registration date is stated. With the exception of Clandestine Scientific & Technical Operations (CS&T), it is necessary to close registrations for headquarters courses on the Wednesday before the course begins. Registration for CS&T closes four weeks before



25X1A

In the following listing, courses are identified either part time or full time. Unless indicated, part time is 0830 - 1230 each day; full time is 0830 - 1700.

COURSES

DATES OF COURSES

Administrative Procedures
(Full time, 120 hrs)
(If only one phase is planned,
TO please indicate)

30 Jul - 17 Aug
8 Oct - 26 Oct
3 Dec - 21 Dec

25X1C



1 Oct - 26 Oct

COURSES

DATES
OF COURSES

Anti-Communist Operations
(Part time, 80 hrs)

29 Oct - 23 Nov

Budget and Finance Procedures
(Full time, 80 hrs)

13 Aug - 31 Aug
13 Nov - 30 Nov

Cable Refresher
(Part time, 4 1/2 hrs)

20 Aug - 31 Aug
24 Sep - 5 Oct
3 Dec - 14 Dec

CIA Review
(Part time, 2 hrs)
(Form 73 not required. Register with TO)

Scheduled on request

Second Tuesday in
each month

Clandestine Scientific & Technical Operations
(Full time, 160 hrs)

15 Oct - 9 Nov

Clandestine Services Records Officers Course
(Part time, 20 hrs)

8 Oct - 26 Oct
3 Dec - 21 Dec

25X1A

Clandestine Services Review
(Full time, 80 hrs)

To be announced

10 Sep - 21 Sep

Clerical Refresher Program
(Part time, 20 - 30 hrs)
(Shorthand pretest is on Thursday
0930 - 1100 before course begins)

6 Aug - 31 Aug
10 Sep - 5 Oct
15 Oct - 9 Nov
19 Nov - 14 Dec

Communist Party Organization & Operations
(Part time, 80 hrs)

1 Oct - 26 Oct
26 Nov - 21 Dec

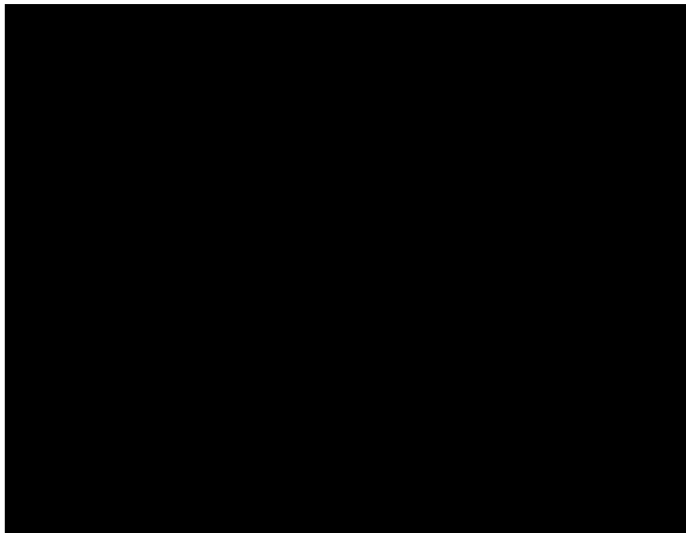
Conference Techniques
(Part time, 24 hrs)
M-W 0930 - 1130

22 Oct - 28 Nov

SECRET

COURSES

DATES
OF COURSES



25X1C

Dependents Briefing
(Part time, 6 hrs)

10 Sep - 21 Sep
13 Nov - 27 Nov

Effective Speaking
(Part time, 24 hrs)
M-W 0930 - 1130

11 Jun - 29 Jun
8 Oct - 26 Oct
3 Dec - 21 Dec

Geography of the USSR
(Part time, 72 hrs)
M-W-F 0830 - 1230

4 Jun - 22 Jun
17 Sep - 5 Oct
19 Nov - 7 Dec

22 Oct - 2 Nov

Information Reports Familiarization
(Part time, 40 hrs)

First Tuesday of
each month

10 Sep - 17 Oct
3 Dec - 23 Jan '63

Information Reporting, Reports,
and Requirements
(Full time, 120 hrs)

8 Oct - 16 Nov

8 Oct - 18 Oct
26 Nov - 7 Dec

Instructor Training


4 June - 22 Jun
10 Sep - 28 Sep

Scheduled on request

Intelligence Orientation
(Full time, 120 hrs)
If only one phase is intended,
TO please indicate.

6 Aug - 10 Aug (PH I only)
17 Sep - 5 Oct
5 Nov - 23 Nov

SECRET

<u>COURSES</u>	<u>DATES OF COURSES</u>
Intelligence Research - Maps & Photo - Interpretation (Part time, 50 hrs) M-W-F 0900 - 1200	10 Sep - 12 Oct
Intelligence Research - Techniques (Full time, 160 hrs)	10 Sep - 5 Oct
Intelligence Review (Full time, 80 hrs)	1 Oct - 12 Oct
Management (Part time, 40 hrs) 0830 - 1230	GS 11 - 13 3 Dec - 14 Dec GS 14 & Above 10 Sep - 21 Sep
Operations Familiarization 	17 Sep - 26 Oct
Operations Support (Full time, 200 hrs)	20 Aug - 21 Sep 29 Oct - 30 Nov
Supervision (Part time, 40 hrs) 0900 - 1230	GS 5 - 9 29 Oct - 9 Nov GS 11 - 12 24 Sep - 5 Oct
Writing Workshop (Part time, 28 hrs) T-Th 0900 - 1230	Basic 11 Sep - 4 Oct Int 20 Nov - 13 Dec Int 4 Sep - 27 Sep (DDS) 20 Nov - 13 Dec (DDS) Special 23 Oct - 15 Nov (DDS GS-15 & Above)
Writing Workshop Pretest: (1330 hrs, GD-12) (Not required for Basic or DDS Special)	30 Jul, 27 Aug, 24 Sep, 29 Oct, 26 Nov
USSR - Basic Country Survey (Full time, 80 hrs)	29 Oct - 9 Nov

AREA COURSES

Americans Abroad Orientations are scheduled on request.

CIA INTERNAL USE ONLY

Language School

The actual number of weeks between the beginning and ending dates of a course does not in all cases correspond exactly to the stated length of the course. Extra weeks have been added to compensate for holidays and to obviate certain scheduling problems.

Language instruction is listed as RSW (Reading, Speaking, and Writing), RW (Reading and Writing), and as R (Reading).

Arabic (Lebanese-Palestinian dialect)

Basic (Ft-1600 hrs)	RSW	40 wks	15 Oct 62 - 16 Aug 63
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Arabic (Classical)

Basic (Pt-160 hrs)	R	40 wks	1 Oct 62 - 19 Jul 63
Workshop (Pt-60 hrs)	R	20 wks	1 Oct 62 - 1 Mar 63

Chinese

Basic (Ft-1600 hrs)	RSW	40 wks	10 Sep 62 - 12 Jul 63
Intermediate (Ft-1600 hrs)	RW	40 wks	10 Sep 62 - 12 Jul 63
Advanced (Ft-1600 hrs)	RW	40 wks	10 Sep 62 - 12 Jul 63

Chinese

Basic (Pt-120 hrs)	RW	Ph I (20 wks)	10 Sep 62 - 8 Feb 63
		Ph III (20 wks)	10 Sep 62 - 8 Feb 63
Intermediate (Pt-120 hrs)	RW	Ph I (20 wks)	10 Sep 62 - 8 Feb 63
		Ph II (20 wks)	10 Sep 62 - 8 Feb 63

East European Languages

(Albanian, Bulgarian, Czech,
Hungarian, Polish, Serbo-Croatian)

Workshop (Pt-60 hrs)	R	15 wks	1 Oct 62 - 25 Jan 63
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French

Basic (Ft-800 hrs)	RSW	20 wks	10 Sep 62 - 8 Feb 63
Intermediate (Ft-400 hrs)	RSW	10 wks	24 Sep 62 - 30 Nov 62

SECRET

July 1962

Language School

French

Basic (Pt - 100 hrs)	RSW	Ph I (10 wks)	1 Oct 62 - 7 Dec 62
Intermediate (Pt-60 hrs)	RSW	Ph I (10 wks)	1 Oct 62 - 7 Dec 62
		Ph II (10 wks)	1 Oct 62 - 7 Dec 62
Basic (Pt - 60 hrs)	R	10 wks	1 Oct 62 - 7 Dec 62
Seminar (Pt - 60 hrs)	RSW	10 wks	1 Oct 62 - 7 Dec 62

German

Basic (Ft - 800 hrs)	RSW	20 wks	17 Sep 62 - 15 Feb 63
Intermediate (Ft - 400 hrs)	RSW	10 wks	17 Sep 62 - 23 Nov 62

German

Basic (Pt - 120 hrs)	RSW	Ph I (20 wks)	17 Sep 62 - 15 Feb 63
		Ph II (20 wks)	24 Sep 62 - 21 Feb 63
Intermediate (Pt - 120 hrs)	RSW	Ph II (20 wks)	24 Sep 62 - 21 Feb 63

Italian

Basic (Pt - 100 hrs)	RSW	Ph I	1 Oct 62 - 7 Dec 62
Intermediate (Pt - 60 hrs)	RSW	Ph II (10 wks)	1 Oct 62 - 7 Dec 62
Basic (Pt - 60 hrs)	R	10 wks	1 Oct 62 - 7 Dec 62

Japanese

Basic (Pt - 120 hrs)	RSW	Ph II (20 wks)	10 Sep 62 - 1 Feb 63
Intermediate (Pt - 120 hrs)	RSW	Ph II (20 wks)	10 Sep 62 - 1 Feb 63

Persian

Basic (Ft - 960 hrs)	RSW	24 wks	17 Sep 62 - 15 Mar 63
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SECRET

Language School

Russian

Basic (Ft - 1600 hrs)	RSW	40 wks	1 Oct 62 - 2 Aug 63
Advanced (Ft - 520 hrs)	RSW	13 wks	1 Oct 62 - 18 Jan 63
Familiarization (Pt - 24 hrs)		12 wks	1 Oct 62 - 21 Dec 62
Basic (Pt - 120 hrs)	RSW	Ph I (20 wks)	1 Oct 62 - 1 Mar 63
		Ph II (20 wks)	1 Oct 62 - 1 Mar 63
		Ph III (20 wks)	1 Oct 62 - 1 Mar 63
Intermediate (Pt - 120 hrs)	RSW	Ph II (20 wks)	1 Oct 62 - 1 Mar 63
Advanced (Pt - 90 hrs)	RSW	Ph I (15 wks)	1 Oct 62 - 25 Jan 63
Inter. Sem. (Pt-80 hrs)	RS	40 wks	1 Oct 62 - 2 Aug 63
Adv. Sem. (Pt-80 hrs)	RS	40 wks	1 Oct 62 - 2 Aug 63
Basic (Pt-90 hrs)	R	Ph I (15 wks)	1 Oct 62 - 25 Jan 63
		Ph II (15 wks)	1 Oct 62 - 25 Jan 63
Intermediate (Pt - 90 hrs)	R	Ph II (15 wks)	1 Oct 62 - 25 Jan 63
Inter. Sci. & Tech. (Pt - 90 hrs)	R	Ph I (15 wks)	1 Oct 62 - 25 Jan 63
Inter. Econ. & Polit. (Pt - 90 hrs)	R	Ph II (15 wks)	1 Oct 62 - 25 Jan 63
Basic Special (Pt - 200 hrs)	R	Ph II (40 wks)	1 Oct 62 - 25 Jan 63
Workshop (Pt - 160 hrs)	R	40 wks	1 Oct 62 - 2 Aug 63
Inter Interpreter (Pt - 225 hrs)		15 wks	22 Oct 62 - 9 Feb 63
Adv. Interpreter (Pt - 225 hrs)		15 wks	22 Oct 62 - 9 Feb 63
Inter Refresher (Pt - 45 hrs)	RSW	15 wks	15 Oct 62 - 2 Feb 63
Inter Refresher (Pt - 45 hrs)	R	15 wks	15 Oct 62 - 2 Feb 63

SECRET

Language School

Spanish

Full-time course offered on request.

Spanish

Basic (Pt)	RSW	Ph I (10 wks)	1 Oct 62 - 7 Dec 62
(Ph I - 100 hrs)		Ph III (10 wks)	1 Oct 62 - 7 Dec 62
(Ph III - 60 hrs)			
Intermediate (Pt - 60 hrs)	RSW \	Ph I (10 wks)	1 Oct 62 - 7 Dec 62
		Ph II (10 wks)	1 Oct 62 - 7 Dec 62
Basic (Pt - 60 hrs)	R	10 wks	1 Oct 62 - 7 Dec 62

VLTP Courses

Fall-Winter Semester: 17 Sep 62 - 15 Feb 63

Tutorial instruction can be arranged for:

Bulgarian, Czech, Greek, Hungarian, Polish, Romanian, Serbo-Croatian, Spanish, and Turkish.

SECRET

DIRECTORIES

OFFICE OF TRAINING

Director of Training	Matthew Baird	7211	1D-0418
Deputy Director of Training		7211	1D-0418

SCHOOLS

Intelligence School		5963	1D-0011
Briefing Officer		5941	1D-0023
International Communism		7371	1D-1617
Language and Area		3065	2206 Arl. T.
Language		2873	2206 Arl. T.
Tutorial		2873	2206 Arl. T.
Vol. Program	25X1A	2470	2206 Arl. T.
Area		3477	2210 Arl. T.
Operations		5191	GD-5321

STAFFS

Assessment and Evaluation		6296	GD-0410
Junior Officer Program		6093	1D-0009
Plans and Policy		6044	1D-0410
Educational Specialist		6044	1D-0406
Registrar		5513	GC-03
Deputy Registrar		5513	GC-03
Admissions & Info		5517	GC-03
External Training		5231	GD-2603
Support		7214	1D-0420

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<u>O/DCI</u>		5678	7D-6019
IG		6565	7D-49
Audit		5731	5E-28
Comptroller		5139	6E-69
General Counsel		7531	7D-07
<u>DDI</u>			
Assistant for DD/I (Admin)		5277	7E-32
O/DDI		5151	7E-32
OCR	25X1A	5401	2E-61
ORR		5081	4F-29
ONE		5628	7E-47
OCI		7660	7F-21
OSI		5347	6G-22
OBI		5041	2F-28
25X1C	OO	3033	402 1717 H
STATSPEC		2747	506 1717 H
25X1A		2926	414 1717 H
		2638	304 1717 H
NPIC		3351	605 Steuart

SECRET

DDS

Special Assistants
for DD/S

7726 7D-02

ADP Staff

2395 [REDACTED] 25X1A

Communications

6438 GA-08

Logistics

2596 1C53 Qtrs. Eye

Medical

7792 1D-4044

Personnel

6772 5E-56

Security

7661 4E-71

Training

5513 GC-03

DDR

6561 3E-14

DDP

7327 3C-29

(See next page for names of OTR's Instructors
and Courses)

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CHIEF INSTRUCTORS OF OTR'S COURSES AT HEADQUARTERS

<u>COURSE</u>	<u>CHIEF OF INSTRUCTOR</u>	<u>TELEPHONE EXTENSION</u>
Administrative Procedures		5737
Anti-Communist Operations		7371
Budget and Finance Procedures		5737
Cable Refresher		5113
CIA Introduction		5941
CIA Refresher		5941
CIA Review		5941
Clandestine Scientific & Technical Operations		5103
		5103
Clandestine Services Record Officer Course		5113
Clandestine Services Review		5113
Clerical Induction, and, Clerical Orientation		3280
Clerical Refresher		7854
Communist Party Organization and Operations		7371
Conference Techniques		5727
		5113

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INSTRUCTORS (cont.)

25X1A

	5103	
	5103	
	5103	
Departmental Briefing	5941	
Dependents Briefing	5941	
Effective Speaking	5727	
Geography of the U. S. S. R.	5727	
Information Reports Familiarization	5113	25X1A
Information Reporting Reports & Requirement	5113	
Instructor Training	6044	
Intelligence Orientation Ph I Introduction to Intelligence	5943	
Ph II Introduction to Communism	7371	
Intelligence Production	5727	
Intelligence Research - Maps & Photo	5727	
Intelligence Research Techniques	5727	
Intelligence Review	5943	
Intelligence Techniques (For JO's)	5727	

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INSTRUCTORS (cont.)

International Communism
(For JO's)

Management

Operations Support

Supervision

Writing Workshops

Basic & Correspondence

Intermediate

Advance

USSR-Basic Country Survey

Area Courses

FE Area

WE-WH-EE Areas

NE-AF Areas

Language Courses

VLTP

Directed

Tutorial

7371

5960

5737

5960

5727

5727

5963

7371

3477

3477

3477

2470

2873

2873

25X1A

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